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### Minor in Real Estate

The College at Brockport, College Senate

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Routing #30 78-79 71 Resolution #24  
1978-1979

Minor in Real Estate

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on May 7, 1979  
(Date)

RE: XX I. Formal Resolution (Act of Determination)  
II. Recommendation (Urging the fitness of)  
III. Other (Notice, Request, Report, etc.)

SUBJECT: Minor in Real Estate

(See attached)

Signed \_\_\_\_\_ Date Sent 5/16/79  
Charles Jenkins, President, Faculty Senate

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date May 24, 1979 *(Ad Council committee - but adequate in real estate in fact to be done for one year)*  
b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation

- II., III. a. Received and acknowledged  
b. Comment:

DISTRIBUTION: Vice Presidents: Fernio

Others as identified: For Sen.

Distribution Date: \_\_\_\_\_

Signed: AWB  
(President of the College)

Date Received by the Senate: JUN 4 1979

PROPOSAL FOR A MINOR IN REAL ESTATE

Final Draft: April 16, 1979

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### ADDENDA

- 1 Correspondence with the Office of the Secretary of State
- 2 Correspondence with the Real Estate Board of Rochester
- 3 Correspondence with the National Association of Home Builders - Government Affairs Division
- 4 Textual Materials, proposed Continuing Education Program in Real Estate
- 5 Correspondence from the Office of Continuing Education
- 6 Correspondence from the Department of Business Administration and Economics
- 7 Course Descriptions

## I. TITLE

Program in Real Estate - This program has two curricular options:  
1) An Eighteen (18) hour academic minor program and 2) Coursework aimed at satisfying the entry and continuing education requirements of New York State Real Estate content licensure which will become effective November 1, 1979 (See attached addendum #4).

New York State enacted Chapter 860 of the Laws of 1977, effective November 1, 1979, to state:

1. Real Estate salespersons must attend 45 contact hours of an approved course of study.
2. Real Estate brokers must attend 90 contact hours of an approved course of study.
3. Any Real Estate licensee, broker or salesperson, must attend and successfully complete 45 contact hours of a continuing education Real Estate course every four years commencing November, 1983.

It is estimated by the Real Estate Board of Rochester that there are approximately 2,800 such licensees in the metropolitan area.

The following program meets these content license requirements as determined by the State of New York, Department of State, Division of Licensing Services. CAVEAT: In addition to the content requirements for licensure or continuing licensure, there are experience requirements which are covered in Section V of this proposal.

## II. PURPOSES

The minor/continuing education program in Real Estate is an experimental, field-based curriculum intended primarily to serve the following purposes:

1. Provide Brockport's undergraduate students with a career-oriented programmatic option within the context of a liberal arts degree program.
2. Provide pre- and in-service educational opportunities for persons not enrolled in any of the College's degree programs, who either want to embark upon a career in Real Estate or meet the continuing education requirements as mandated by the State of New York.
3. Establish community-based relationships with members of the Real Estate industry in order to (a) insure a continuing supply of trained manpower, (b) utilize community-based resources in the process, and (c) provide students with on-the-job experience.

This program seeks to accomplish these objectives within the context of an identifiable, flexible, and integrated course sequence.



### III. INTENDED AUDIENCE

The minor/continuing education program in Real Estate is designed for two distinct clienteles. The first clientele group is primarily concerned with the academic minor in Real Estate. Within this group, there may be a substantial number of majors in Business Administration. These students have two options: (1) Real Estate as a Specialty Area or (2) Real Estate as a Minor. Students with proper advisement will not violate the 54 credit hour maximum for BUS designated courses and ECN Specialty courses; to wit, maximum thirty-six (36) hours for major plus eighteen (18) hours for Real Estate minor.

The second clientele group is primarily concerned with the pre- or in-service continuing education program in Real Estate. It is reasonable to expect that by and large this group will be older than traditional college-age students, be primarily part-time in their studies, and be employed. Scheduling and conduct of courses will take this into consideration.

### IV. STANDARDS AND CRITERIA FOR ADMISSION

#### 1. Standards and Criteria for Admission to the Academic Minor Program.

Upper division standing (junior status, minimum of fifty-four (54) semester credit hours successfully completed). Applications may be submitted during the second semester of the student's sophomore year or may be submitted in the semester prior to the time when the student wishes to begin the minor program. A minimum grade point average of 2.5 is required. Upon successful completion of Real Estate Fundamentals and Real Estate Law, the Real Estate Coordinator will decide whether the student can (1) proceed with the supervised field experience tract or (2) complete his minor program by taking eighteen (18) hours of mandated coursework. This additional screening is necessitated by the limited availability of supervised field placements.

#### 2. Standards and Criteria for Admission to the Continuing Education Program in Real Estate.

Admission is open to all persons with a high school diploma who are in the Real Estate industry for undergraduate credit or toward a certificate of completion. Again, enrollment restrictions will be based solely on space available in the required course sequence.

#### 3. Priority for Enrollment.

The Business and Economics Department establishes the following priority for class enrollment: (1) Business majors, (2) Nonbusiness majors--liberal arts majors, and (3) Continuing Education students.

Students will be recruited for the minor/continuing education program in Real Estate through the campus media, by the Office of Admissions, the Office of Continuing Education and in cooperation with the Real Estate industry.

#### V. MINOR IN REAL ESTATE

The academic minor in Real Estate is comprised of eighteen (18) semester credit hours of (1) course and field work or (2) coursework only. Successful completion of this minor will not allow students to sit for the Real Estate Broker's License examination administered by the State of New York, Department of State, Division of Licensing Services, unless and until they have completed additional field work requirements. The State of New York requires a total of one year, full-time (35 hour work week) experience under the supervision of a licensed Real Estate broker in order to qualify for the broker's license. This program provides students with all content requirements and approximately one third of the experience requirements for licensure.

The minor in Real Estate has two programmatic tracts: (1) a supervised field experience tract in which the student takes a core of six hours required of all students, an elective area in which the student selects six hours from twelve offered and a supervised field experience of six credit hours and (2) a mandated coursework tract in which the student takes eighteen hours of mandated coursework.

##### 1. Supervised field experience tract.

The core is comprised of:

BUS 455 Fundamentals of Real Estate	3 Credit Hours
BUS 477 Real Estate Law	3 Credit Hours

These two required courses form the minimal coursework basis for broker's licensure in New York State. Each course will be offered in the evening on the Brockport campus. SEE Course Description in Addendum #7.

The elective area is comprised of:

BUS 456 Real Estate Appraisal	3 Credit Hours
BUS 457 Property Management	3 Credit Hours
BUS 458 Real Estate Finance	3 Credit Hours
BUS 485 Federal Income Tax	3 Credit Hours

The student must select two (2) of the above courses which are intended to give him an opportunity for a depth of understanding in a particular area of Real Estate. These courses offer students a knowledge of urban land economics, patterns of land use, nature of Real Estate values and finance, property management, requisition and transfer of land by deed, mortgages, leases, taxation and the Real Estate brokerage business.



The program attempts to combine both the analytical and programmatic aspects of the Real Estate profession and, in so doing, blends the economic, social and political implications which constitute today's market. SEE Course Description in Addendum #7.

The supervised field experience:

This on-the-job instruction takes place in a Real Estate Agency under the on-site, professional supervision of a licensed Real Estate broker. In addition, the field experience is sponsored by a member of the College's faculty. Students are required to register for six (6) hours of field experience (normally, three hours in each of two successive semesters). One three (3) hour segment requires:

- a. A minimum of three hundred (300) hours on-site per semester (20 hours a week for 15 weeks).
- b. Directed reading assignments.
- c. A field journal that integrates the specific day-to-day experiences of the field with the more general and theoretical principles of the assigned readings.

Concurrent coursework from the elective area is strongly recommended for students in the supervised field experience; and successful completion of the core coursework is required for eligibility.

2. Mandated coursework tract.

Students must take all of the following courses:

BUS 455 Fundamentals of Real Estate	3 Credit Hours
BUS 456 Real Estate Appraisal	3 Credit Hours
BUS 457 Property Management	3 Credit Hours
BUS 458 Real Estate Finance	3 Credit Hours
BUS 477 Real Estate Law	3 Credit Hours
BUS 485 Federal Income Tax	3 Credit Hours

VI. GOVERNANCE

The PROGRAM IN REAL ESTATE will require programmatic direction and the coverage of four (4) courses in any given semester. It is recommended that the Coordinator of the Real Estate Program would handle the administrative affairs of the program and also teach each semester, one course in either the core or elective area, one course within the Department and one field work course. In addition, it would be necessary to identify a second faculty member capable of teaching half time in the program (that is, two (2) courses per semester in the core and elective area). In summary, the PROGRAM IN REAL ESTATE as conceived requires the use of one and a half (1 1/2) faculty lines currently in the department.

The Coordinator of the PROGRAM IN REAL ESTATE will be assisted in policy considerations by an Advisory Board composed of three (3) members: the Chairperson of the Business and Economics Department, Mr. Charles Clevenger and a third member to be identified from the Real Estate industry.



TABLE I

Course	Projected Max. Enrollment	Target Population	Course Requirements For:
BUX 455	Fundamentals of Real Estate 40 Students	[1] Business Administration Majors/Real Estate Specialty [2] Students in Minor [3] Certificate Students for Salesperson's License [4] Certificate Students for Broker's License	[1] Minor [2] Broker's License [3] Salesperson's License
BUS 456	Real Estate Appraisal 40 Students	[1] Business Administration Majors/Real Estate Specialty [2] Students in Minor [3] All Licensees	[1] All Licensees [2] Minor Elective
BUS 457	Property Management 40 Students	[1] Business Administration Majors/Real Estate Specialty [2] Students in Minor [3] All Licensees	[1] All Licensees [2] Minor Elective
BUS 458	Real Estate Finance 40 Students	[1] Business Administration Majors/Real Estate Specialty [2] Students in Minor [3] All Licensees	[1] All Licensees [2] Minor Elective
BUS 477	Real Estate Law 40 Students	[1] Business Administration Majors/Real Estate Specialty [2] Students in Minor [3] Certificate Students for Broker's License	[1] Minor [2] Broker's License
BUS 485	Federal Income Tax 40 Students	[1] Business Administration Majors/Accounting Specialty [2] Students in Minor	[1] Minor Elective

COPY

ADDENDUM #1

STATE OF NEW YORK  
DEPARTMENT OF STATE  
270 Broadway  
New York, N. Y. 10007

January 5, 1979

Dr. Edward W. Eramus  
State University College at Brockport  
Department of Business Administration  
& Economics  
State University of New York  
Brockport, N.Y. 14420

Dear Dr. Eramus:

Your letter has been referred to me for response.

There is no record that the Department of State received the initial copy of your letter, and this explains our inability to respond quicker.

We cannot comment on your offering. The continuing education law does not go into effect until November 1, 1979, and, at this time, we cannot give any definite opinions on whether an offering will be approved. We would also need to have more information under the applicable rules in Part 176 before we could comment.

We do believe that the subject matter offered by your courses in property management, real estate financing, and real estate appraising is suitable for approval under the continuing education requirement.

Thank you for your inquiry, and if you have any questions, please contact this agency.

Very truly yours,

BASIL A. PATERSON  
Secretary of State  
By:

Patrick J. Cea  
Principal Attorney

PJC:cb

COPY

MEMORANDUM

TO: Dr. Chester Ha, Chairperson

FROM: Dr. E. Eramus

DATE: December 5, 1977

RE: Certification of Real Estate Law and Real Estate Fundamentals

Please be advised that the undersigned received the attached letter herein, relative to the above, dated November 22, 1977.

The business of real estate brokerage is regulated by Article 12-A of the Real Property Law for the State of New York. The Division of Licensing Services, Department of State, has promulgated rules and regulations under this statutory mandate. Rule #10 provides, in pertinent part, that David L. Lankford and Edward W. Eramus are qualified instructors for the forty-five hours of classroom instruction relative to above certification.

It also should be noted that our students, upon successful completion of Real Estate Law and Real Estate Fundamentals, would be qualified to take the brokers' examination in the State of New York.

EE/sh  
Att.

COPY

STATE OF NEW YORK  
DEPARTMENT OF STATE  
DIVISION OF LICENSING SERVICES  
270 Broadway  
New York City 10007

November 22, 1977

State University College at Brockport  
Department of Business Administration  
Assistant Professor Edward Eramus  
Brockport, New York 14420

Dear Professor Eramus:

This is to acknowledge receipt of your schedule of Real Estate Classes in compliance with Rule #10.

Approval is hereby granted to use David L. Lankford and Edward W. Eramis as instructors for the approved course.

Sincerely,

MARIO M. CUOMO  
Secretary of State  
By:

Joseph T. Amello  
Senior Examination  
Technician

JTA:db



COPY

ADDENDUM #2

REAL ESTATE BOARD OF ROCHESTER, NEW YORK, INC.  
550 East Main Street, Rochester, New York 14604

December 15, 1978

Dr. Edward Eramus  
Business & Economics Department  
Faculty Office Building  
State University of Brockport  
Brockport, New York 14420

Dear Doctor Eramus:

Pursuant to our meeting of a week ago, this letter is to act as confirmation that the Real Estate Board of Rochester, New York will be most happy to broadcast via its weekly membership news letter (2700 copies), information concerning the availability of real estate courses and/or programs offered by the State University of Brockport.

I concur with yours and David's recommendations that the proposed courses be offered at a downtown Rochester location for the convenience of prospective students that will attend.

Upon receipt from you of courses, content, location, cost, etc., I will broadcast in our "Board Briefs" and send you a copy.

In the event that you have any questions concerning the above matter, please contact me at 325-7780.

A Happy Holiday Season to you and your family.

Cordially,

Robert W. Milean  
Assistant Executive  
Vice President

COPY

ADDENDUM #3

NATIONAL HOUSING CENTER  
15th and M Streets, N.W.  
Washington, D.C.

December 28, 1978

Mr. Charles Clevenger  
Assistant Vice President  
Instruction and Curriculum  
State University of New York  
Brockport, New York 14420

Dear Mr. Clevenger:

Thank you for writing to me and asking my comments on your proposal for a Program in Real Estate. It was a pleasure communicating with President Brown last year on real estate education, but must inform you that I have left the National Association of Realtors and have recently taken a position as Senior Staff Vice President at the National Association of Home Builders. I am forwarding your proposal, however, to the Education Department of the NAR.

I found your proposal to be excellent and feel you have done an exceptional job in establishing a program outline. The supervised field experience is an integral part of this program and am pleased that it carries the same weight as both the core and selective components. Exempting the in-service professionals in the certificate program from the field work component and given them the option of choosing all elective courses will broaden the scope of your program and make it more valuable to those already in the real estate industry. I support the dual clientele grouping and think that it is good that the academic minor includes students regardless of previous academic background.

Emphasis in my opinion, should be placed in the "Real Estate Law" class on the Real Estate Settlement Procedure Act (RESPA). As you may be aware the Department of Housing and Urban Development has recently asked for comments concerning revising RESPA and whether the industry is for or against it, a broker must be fully cognizant of its dimensions. An additional course which might be considered is the psychological aspects of buying and selling and marketing principles.

It might also seem noteworthy that once the program has been established that core classes be offered both morning and evening and that both courses be offered each semester. The same might hold true of the selective classes in that more than two of the four might be offered each semester.

Undefined or unclear in the proposal in my opinion are:

1. Definition of an upper division student
2. How long it takes to complete the whole program.  
I realize that this may be different for the academic  
and in-service certificate curriculums.
3. What the State of New York specifically requires to be  
eligible to take the Real Estate Broker's License Exam-  
ination.
4. Whether a business student is required to take any Real  
Estate courses.

I hope you find these comments to be of assistance and wish you  
every success in your presentation before the Faculty Senate next month.

Sincerely yours,

Richard D. Bannister  
Senior Staff Vice President

CERTIFICATE IN  
ROCHESTER REAL ESTATE  
STUDIES PROGRAM

Are you interested in the  
growing field of Real Estate?

Are you already involved in  
some aspect of Real Estate  
and are you ready to expand  
your expertise?

Whether you're a new or  
continuing student in the  
field, Brockport's sequence  
of evening college credit  
courses in downtown  
Rochester that lead to a  
Certificate in Real Estate  
Studies may be what you've  
been looking for.....

BROCKPORT CONTINUING EDUCATION  
STATE UNIVERSITY OF NEW YORK  
COLLEGE AT BROCKPORT

120 Franklin Street  
Rochester, New York 14604

(716) 325-3080

Morgan III  
Brockport, New York 14420

(716) 395-2755



#### WHAT IS THE CERTIFICATE PROGRAM IN REAL ESTATE STUDIES?

The Certificate Program in Real Estate may be undertaken for undergraduate credit or as credit toward completion of a program after graduation. All students completing the sequence of credit courses will be awarded a certificate indicating successful completion of the program in addition to a transcript of record. Admission is open to women and men interested in acquiring an understanding of the Real Estate profession and related areas. Although the program is designed for Real Estate brokers and salespersons, it is open to all interested adults. Each applicant will have a chance to discuss his or her goals with staff members.

#### WHAT ARE THE PROGRAM'S REQUIREMENTS?

The Certificate Program is made up of three required courses that earn a total of nine semester credit hours.

The required courses are:	PROPERTY MANAGEMENT
	REAL ESTATE APPRAISAL
	REAL ESTATE FINANCE

Credit is earned through taking one course a night for each of three, eleven (11) week terms. Students attend class from 6:15 p.m. to 9:45 p.m. Students receive 3.0 credits for each course, for a total of nine (9) credits for the complete program. The Certificate in the Rochester Real Estate Studies Program represents the earning of 9.0 credit hours from the State University College at Brockport. In-service professionals may decide to take these courses on a pass/fail basis.

During TERM III, a six and one half contact hour session will be offered to provide another option for completion of the forty-five contact hours continuing education requirement.

#### HOW LONG DOES THE PROGRAM TAKE?

The course of study is scheduled so that participants may complete all requirements within nine months. One course will be offered each term in the evening at the downtown Rochester Center, 120 Franklin Street.

#### WHAT CAN THE CERTIFICATE DO FOR ME?

The Certificate Program meets the continuing education requirement for all licensees, as mandated by the State of New York,

## WHAT DOES THE PROGRAM COST?

Tuition and fees for courses are based upon standard undergraduate SUNY charges (\$30.85/credit hour).<sup>\*</sup> Texts and supplemental materials are not included. Employers may provide partial or total tuition reimbursement.

<sup>\*</sup>Subject to change.

## WHO TEACHES THE PROGRAM?

The instructors are chosen for their academic background and practical experience in their fields. Full-time faculty and adjunct instructors work closely with the staff in offering this highly regarded and unique educational learning experience.

## FACULTY PROFILE

Dr. Edward W. Eramus, B.A., M.A., J.D., Case Western Reserve University; Masters in Taxation, Georgetown University; admitted to practice law in the State of New York on February 14, 1974; three years experience with Internal Revenue Service; areas of specialization - real estate law and taxation.

Mr. David L. Lankford, B.S., State University College at Brockport; diploma from Graduate School of Savings Banking at Brown University; M.B.A., Rochester Institute of Technology; licensed real estate broker in the State of New York; areas of specialization - property management, appraisal and finance.

## CERTIFICATE IN REAL ESTATE STUDIES

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### REQUIRED COURSES:

Course content emphasizes application to practical Real Estate problems and solutions to same which occur regularly in the course of a day's work. Students have the opportunity to participate in class discussions while being introduced to a variety of skills to be used with case studies, problem solving exercises and small group activities.

TERM I: ( ELEVEN WEEK SESSION ) September 6, 1979-November 15, 1979

#### BUS 457 PROPERTY MANAGEMENT

Topics include the function of a property manager including his relationship to the owner and tenants, the management agreement, the duties, responsibilities and limitations of a property manager, tenant selection, contract negotiation and analysis, consultation practices, governmental requirements for subsidized projects.

TERM II: ( ELEVEN WEEK SESSION ) November 29, 1979-February 7, 1980

#### BUS 456 REAL ESTATE APPRAISAL

Topics include an intensive study of the three basic approaches: 1) comparable market sales evaluation, 2) reconstruction cost analysis, 3) income capitalization. These evaluation techniques are used for residential, commercial, industrial and multi-family type properties. A vital portion of this course includes three demonstration appraisals which consist of data via public records, physical inspection, text and classroom material.

TERM III: ( ELEVEN WEEK SESSION ) February 28, 1980-May 8, 1980

#### BUS 458 REAL ESTATE FINANCE

Topics include the concepts, mechanics and utilization of primary and secondary financing markets available for Real Estate activities, the structure of the mortgage market, mortgage risk analysis, practices and policies of major lending institutions, fiscal policy, the operation of government underwriting and lending agencies.

During TERM III, a six and a half contact hour session will be offered to provide another option for completion of the forty-five contact hours continuing education requirement.

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### Additional Evening COURSES AT BROCKPORT:

For Broker's\* and Salespersons's\*\* Licenses:

#### \*BUS 455 FUNDAMENTALS OF REAL ESTATE

A basic course in the development of Real Estate concepts. These concepts include the agent-buyer-seller relationship, knowledge of Real Estate valuation, Real Estate math, mortgage financing, operation of a brokerage office, Article 12-A of the Real Property Law, public and environmental land use controls.

#### \*BUS 477 REAL ESTATE LAW

Topics in an examination of the nature of Real Estate, ownership of land, land use control, description of realty, acquisition and transfer of interest by contract, deed, mortgage, lease, taxes and special assessments, licenses and easements, subdivision and development, law of agency, New York State-General Business Law, closing costs.



MINOR IN REAL ESTATE MANAGEMENT  
STATE UNIVERSITY COLLEGE AT BROCKPORT

SERVICE LEARNING AGREEMENT

The purpose of this service learning agreement is to specify the obligations of the (1) student; the (2) College; and the (3) broker. The agreement should be signed by all parties and placed in the student's file in the Business Administration and Economics Department.

1. The Student's Expectations

- a. In-service training sufficient for entry level skills.
- b. Opportunity to work with and learn from professionals in the field.
- c. On-the-job training that allows the relation of theoretical knowledge to a practical situation.
- d. Opportunity to participate in staff meetings.
- e. Direction and constructive criticism from broker.

2. The College's Expectations

- a. Real Estate Coordinator will evaluate the student's learning experience.
- b. A written commitment from the student regarding times and hours of attendance, negotiated with the broker.
- c. A meaningful experience that will enhance the student's education as a professional.
- d. A critical-entry journal in which students analytically describe aspects of their learning experiences and relate these entries to their theoretical knowledge of the subject.

3. The Broker's Expectations

- a. Interns will follow all rules and regulations governing the Real Estate industry.
- b. Interns will be conscientious about attendance.
- c. Interns will maintain a professional stance at all times regarding the privacy of clients and the confidentiality of records both within the broker's office and outside of it.

A. STUDENT PROFILE

- [1] Name \_\_\_\_\_
- [2] Local Address \_\_\_\_\_  
Local Telephone \_\_\_\_\_
- [3] Home Address \_\_\_\_\_  
Home Telephone \_\_\_\_\_
- [4] Class Standing \_\_\_\_\_
- [5] Major/Minor/Certificate Program \_\_\_\_\_
- [6] Prior Real Estate Experience                      Yes                      No
- If yes, please specify \_\_\_\_\_
- \_\_\_\_\_



B. PLACEMENT

- [ ] John T. Mothnagle, Inc. - Gallery of Homes  
 [ ] Century 21  
 [ ] Town Crier, Ltd.  
 [ ] Other \_\_\_\_\_

C. DESCRIPTION OF DUTIES

## [1] RESPONSIBILITIES OF THE STUDENT

For example: hours to be worked, maintenance of journal, etc.

## [2] RESPONSIBILITIES OF THE COLLEGE

For example: evaluation of journal, periodic conferences, etc.

STUDENT IS REGISTERED FOR CREDIT THROUGH \_\_\_\_\_

Course Number

SPONSORED BY \_\_\_\_\_

## [3] RESPONSIBILITIES OF THE BROKER

For example: in-service training, professional supervision, etc.

Student

Date

College

Date

Broker

Date

COPY

M E M O R A N D U M

TO: STUDENTS

FROM: DR. EDWARD W. ERAMUS, Real Estate Coordinator for the Department  
of Business Administration and Economics

DATE:

RE: MINOR IN REAL ESTATE MANAGEMENT

The Department of Business Administration and Economics will accept applications for admission to the minor program in Real Estate Management from those students who meet the following criteria:

1. Applicant will achieve upper division standing (junior status, minimum of 54 semester credit hours successfully completed). Applications may be submitted during the second semester of the student's sophomore year or may be submitted in the semester prior to the time when the student wishes to begin the minor program. A minimum grade point average of 2.5 is required; however, further enrollment restrictions will be based solely on the number of available supervised field placements.
2. Applicant must have a personal interview with the Real Estate Coordinator.

Please submit application to the Department Office (Room 293 FOB) no later than \_\_\_\_\_.

MINOR IN REAL ESTATE MANAGEMENT

NAME:

LOCAL ADDRESS:

TELEPHONE NUMBER:

CLASS (Junior/Senior):

OVERALL GRADE POINT AVERAGE:

GRADES IN BUS AND ECN DESIGNATED COURSES TAKEN AT BROCKPORT:

If you are currently taking any of these courses, please so indicate next to said course.

DEPARTMENTAL ACTION

\_\_\_\_\_ Admitted \_\_\_\_\_ Not Admitted

REASONS FOR NON-ADMISSION:

Date \_\_\_\_\_

\_\_\_\_\_  
DR. EDWARD ERAMUS  
Real Estate Coordinator

Dear

We are writing to you concerning an exciting sequence of Continuing Education college credit courses in Real Estate, that State University of New York, College at Brockport has developed, entitled the "Certificate Program in Real Estate." It is a sequential series of evening courses aimed at the Real Estate audience interested in furthering their Real Estate education. The program content provides the practice with the theory and skills needed to effectively meet the demands of the Real Estate market, as described in the enclosed brochure.

The "Certificate in Real Estate" is patterned after our successful Rochester Management Studies Program. Several hundred students have attended and graduated from this popular downtown Rochester program. One of the most important factors of the Real Estate Program is that participants can use their certificate toward Brockport's minor in Real Estate and/or toward a baccalaureate degree in Business Administration. Our Real Estate Program meets the educational requirements for brokers and salespersons as mandated by the Secretary of State for the State of New York. Further, the Real Estate Board of Rochester and the National Association of Realtors, have endorsed this program of study.

We feel we are capable of providing an instructional program for you and your associates at a reasonably low rate. If you would like more information about the programs, please contact us at our Rochester Continuing Education Center (716) 325-8030 or at our Brockport Continuing Education Center.

We look forward to hearing from you.

Sincerely,



Dear

Thank you for your recent inquiry into the "Certificate Program in Real Estate", as sponsored by SUNY, College at Brockport. You will find that our program provides meaningful learning experiences which blend both real estate theory and practice.

Enclosed herewith please find our registration packet and real estate brochure. We are anxious to hear from you so that we can help you embark upon, expand and/or fulfill your career goals and objectives in the real estate profession.

Sincerely,

ROCHESTER REAL ESTATE STUDIES PROGRAM

120 Franklin Street  
Rochester, New York 14604  
Phone: 325-3080  
232-2730, Ext. 45,57,66

STATE UNIVERSITY OF NEW YORK, COLLEGE AT BROCKPORT  
Department of Business Administration in Conjunction with the  
Office of Continuing Education

APPLICATION FOR ADMISSION TO CONTINUING EDUCATION PROGRAM

TERM STARTING: September, 19 November, 19 February, 19

I. IDENTIFICATION DATA

A. Name:

Miss, Mrs., Ms., Mr. \_\_\_\_\_  
(Last) (First) (Middle)

B. Address: \_\_\_\_\_  
(Street and No.) City Zip Code

C. Employed by: \_\_\_\_\_

\_\_\_\_\_  
(Street and No.) (City) (Zip Code)

D. Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

II. BACKGROUND

A. Educational Background:

Please circle appropriate answer: High School  
College 1 2 3 4 5 6 7

B. Briefly describe any other Real Estate programs in which you  
have participated, such as seminars, short courses, institutes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Real Estate experience:

Do you have a Broker's License? \_\_\_\_\_

Do you have a Salesperson's License? \_\_\_\_\_

III. COSTS \$92.55 per 3-credit hour course including tuition and required state fee. (This does not include textbooks and materials).

Will you pay directly? \_\_\_\_\_ or will your organization pay directly? \_\_\_\_\_

If your organization is paying directly, it will be necessary for you to attach the Special Programs Deferral Card to your registration. This form must be completed by you and the person in your organization who will be responsible for the payment.

Tuition and Fees on a completed Programs Deferral Card are due one week before the first night of class.

TUITION AID: Many organizations offer tuition aid for this program. You may wish to discuss this with your employer.

IV. An interview is not required, but is encouraged to help you become familiar with the program.

If you wish to make an appointment for an interview with Dr. Edward Erasmus, Real Estate Coordinator, please call 395-2686.

Please return completed application to: Rochester Real Estate Studies Program  
120 Franklin Street  
Rochester, New York 14604

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FOR OFFICE USE ONLY

PROGRAMS OF STUDY

DATE COMPLETED

1. Salesperson's License

Fundamentals of Real Estate \_\_\_\_\_

2. Broker's License

Fundamentals of Real Estate \_\_\_\_\_

Real Estate Law \_\_\_\_\_

3. Real Estate Certificate Program

Real Estate Appraisal \_\_\_\_\_

Property Management \_\_\_\_\_

Real Estate Finance \_\_\_\_\_

4. Workshop Session Option \_\_\_\_\_

5. Field Work Component \_\_\_\_\_

COPY

ADDENDUM #5

April 11, 1979

TO: Ms. Mary Markusen

FROM: Armand Burke

RE: Rochester Real Estate Studies Program

I have received the final draft of the Certificate in Rochester Real Estate Studies Program. It seems to have academic quality and strong potential attraction for students. Consequently, I am pleased to endorse the proposal and recommend that the Faculty Senate accept it for implementation.



COPY

ADDENDUM #6

April 18, 1979

TO: Dr. Edward Erasmus  
FROM: Kaarlo Filppu, Interim Chairperson  
Business Administration and Economics  
RE: CONTINGENT APPROVAL OF THE PROPOSED MINOR IN REAL ESTATE

This memorandum confirms the departmental approval of the program on April 13, 1979. The approval is endorsed by Chairperson Designate Dr. Louis Des Fosses and myself.

Implementation of this minor by the department was made contingent on a resource commitment by the Office of Continuing Education.

The specifics of the resource commitment by the Office of Continuing Education are enumerated below.

- A. Promotional Expenses - recurring function. Example: 1) Advertising - radio, TV, newspapers; 2) Brochures - describing Real Estate Minor; 3) Mailings; 4) Recruitment.
- B. Registration and Records - recurring function. Examples: 1) Interview/Advisement; 2) Approval of Applications to Program; 3) Registration; 4) Files for Students.
- C. Faculty Assistance - Examples: 1) Recruitment of New Faculty; 2) Orientation of New Faculty; 3) Communications with Faculty; 4) Instructional support services, e.g. syllabi, tests, book orders, etc.
- D. Certificate of Completion - 1) printing costs; 2) graduation expenses.

I urge prompt negotiations with the Office of Continuing Education in order to secure a commitment of resources to the program as specified above. Furthermore, I urge initiation of procedures to secure Faculty Senate approval of this new facet to the offerings of the Department of Business Administration and Economics.

KF/cp

cc: Dr. Albert Brown, President  
Mr. Charles Clevenger, Assistant Vice President, Curriculum Development  
Dr. John Phillips, Coordinator for Social Professions  
Dr. Louis DesFosses, Chairperson Designate,  
Department of Business Administration and Economics  
Dr. Vera Farris, Vice President, Instruction and Curriculum  
Dr. Richard Miller, Vice President, Educational Services

COURSE DESCRIPTIONS

ADDENDUM #7

- BUS 455 Fundamentals of Real Estate - A basic course in the development of Real Estate concepts. These concepts include the agent-buyer-seller relationship, knowledge of Real Estate valuation, Real Estate math, mortgage financing, operation of a brokerage office, Article 12-A of the Real Property Law, public and environmental land use controls.
- BUS 456 Real Estate Appraisal - Topics include an intensive study of the three basic approaches: (1) comparable market sales evaluation, (2) reconstruction cost analysis, (3) income capitalization. These evaluation techniques are used for residential, commercial, industrial and multi-family type properties. A vital portion of this course includes three demonstration appraisals which consist of data via public records, physical inspection, text and classroom material.
- BUS 457 Property Management - Topics include the function of a property manager including his relationship to the owner and tenants, the management agreement, the duties, responsibilities and limitations of a property manager, tenant selection, contract negotiation and analysis, consultation practices, governmental requirements for subsidized projects.
- BUS 458 Real Estate Finance - Topics include the concepts, mechanics and utilization of primary and secondary financing markets available for Real Estate activities, the structure of the mortgage market, mortgage risk analysis, practices and policies of major lending institutions, fiscal policy, the operation of government underwriting and lending agencies.
- BUS 477 Real Estate Law - Topics include an examination of the nature of Real Estate, ownership of land, land use control, description of realty, acquisition and transfer of interest by contract, deed, mortgage, lease, taxes and special assessments, licenses and easements, subdivision and development, law of agency, New York State General Business Law, closing costs.
- BUS 485 Federal Income Tax - Topics include gross income, personnel itemized deductions, business deductions, ordinary income and capital gain income, ordinary loss and capital loss, credits, depreciation, sales and exchanges of residential and commercial property, proper use of partnership and corporate entities in tax planning.
- BUS 491 Real Estate Fieldwork I - Field work program in which a student works for a Real Estate broker for approximately twenty (20) hours per week. Students must keep an activities journal and submit a paper combining both theory and practice.
- BUS 492 Real Estate Fieldwork II - Prerequisite: BUS 491 - Field work program in which a student works for a Real Estate broker for approximately twenty (20) hours per week. Students must keep an activities journal and submit a paper combining both theory and practice.